

FIXED CHARGE SPECIAL ASSESSMENT INPUT FORMAT

Email, CD and Floppy Disk input guidelines are as follows:

- There must be no header or trailer records.
- The field formats and lengths will remain the same.
- The file must be created as an ASCII or Text file - .asc or .txt extension.
- Please note: It is not necessary to create different file names for specific funds or fund ranges. All of your data may be written to one file name. The PTS system will sort your file accordingly.
- If your volume of data is too large to fit on one email, CD or floppy disk, please copy the additional records to a second file – using a separate file name.
- Email, CD or floppy disks successfully processed by PTS will remain on file in PTS and will not be returned.
- Email, CD or floppy disks that cannot be processed by PTS will be returned. PTS will contact you immediately with an explanation of the errors(s).
- If you submit your file via email, the size limitation for email attachments is 5MB. If your file is larger than 5MB, PTS will accept zipped files. In the event your zipped file is larger than the 5MB limitation, you will need to copy the file to a CD format.
- Send email files to PTS at PTS@sdcounty.ca.gov.

Attachment

Fixed Charge Special Assessment

Input Format

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Data Item (Record Layout Worksheet supplied upon request).

	<u>Position</u>	<u>Description</u>
Record Code	1	Constant "1"
Parcel Number:		
Book	2-4	Numeric (unsigned) - pre-zero, right justify
Page	5-7	Numeric (unsigned) - pre-zero, right justify
Parcel	8-9	Numeric (unsigned) - pre-zero, right justify
Undivided Interest	10-11	Numeric (unsigned) - pre-zero, right justify (must 0 fill if not used)
Fund Number	12-17	Numeric (unsigned) - pre-zero, right justify
Type of Assessment: Description	18-37	Short Description of the Assessment (alphanumeric)
Amount	38-46	Dollars and Cents Amount - Do not punch decimal point, right justified, numeric (unsigned), zoned decimal, pre-zero
Tax Code	47	Local = 1) - Must be 1 or 2 State = 2)
Do not use	48	Space
*State Roll:		
Tax Rate Area	49-53	Pre-zero, numeric, right justify
Assessee Number	54-57	Pre-zero, numeric, right justify
Do not use	58-80	Spaces

* Each State Utility Roll record (Tax Code 2) must have a parcel number, a tax rate area and an assessee number. The parcel number may be a valid parcel number or a unique "dummy" parcel number (i.e., 000-000-00-01, 000-000-00-02, 000-000-00-03, etc.) and the tax rate area must be 00001 or 00002. State "NON-UNITARY" and all other types of State parcels must have a valid tax rate area other than 00001 or 00002. Leave Tax Rate Area and assessee number blank for all local roll records (Tax Code 1).

Note: Local Roll items (Tax Code 1) must have a valid parcel number.